



## Capital Planning Committee

Capital Plan for FY2021 (July 1, 2020 – June 30, 2021)  
5-Year Plan for FY2021 – FY2025

Date: Thursday, November 7, 2019

Time: 5pm-7pm

Location: Town Manager's Conference Room, Arlington Town Hall Annex, 730 Mass Ave.

### Minutes

Attendance: Stephen Andrew,  
Joseph Barr,  
Ida Cody,  
Charlie Foscett,  
Phyllis Marshall,  
Michael Mason,  
Chris Moore (arrived at 5:15pm),  
Angela Olszewski,  
Sandy Pooler,  
Brian Rehrig,  
Julie Wayman, Management Analyst,  
Timur Kaya Yontar.

Not in attendance: None.

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**Meeting Opened:** Mr. Yontar called the meeting to order at 5:07pm. The minutes of the meeting of October 17, 2019 were reviewed, and Mr. Andrew noted that he was not in attendance at the meeting, requiring a correction of the list of attendees at the beginning of the minutes, as well as changing the reference to Mr. Andrew presenting the Health and Human Services Department report, which was actually presented by Mr. Pooler. In addition the reference to "Mt. Foscett" at the top of the third page was corrected to "Mr. Foscett." The minutes were then unanimously approved (moved by Mr. Rehrig, seconded by Mr. Foscett).

**Meeting Schedule:** Ms. Marshall noted that the Town's Bond Counsel will be in attendance at the Nov. 21 meeting, so Committee members should send her any questions that they have in advance, so that the Bond Counsel can prepare to answer those questions. Mr. Pooler also indicated that he is not sure whether there is a conflict with the Dec. 19 meeting, and will try to have an update for the Nov. 21 meeting.

**Old Business:** Ms. Wayman raised the question of making updates to the Capital Request Forms based on the discussions and decisions during the Subcommittee Reports. She indicated that going forward, she will work to update the forms in real time during the discussion, and will go back and make updates to the earlier items that have been discussed in prior meetings. There was also a discussion of whether the useful life of a capital item can be updated at the same time. It was determined that this functionality is not available in the current PeopleForms database, but that it should be addressed in the new Committee software.

The following updates were provided on questions from prior reports:

- The Police Department clarified that one of the capital requests related to vehicles for Parking Control Officers (PCOs) is to replace the current vehicle, and the other request is for a new vehicle. There are currently four PCOs, some of whom use their personal vehicles for work purposes. These vehicles are occasionally vandalized, so the Police Department feels it would be prudent to purchase another official vehicle for PCO use. Subsequent to this discussion, the Committee voted unanimously to approve the funds requested for FY23 and FY25 (moved by Mr. Rehrig, seconded by Mr. Moore).
- Regarding the discussion about the Veterans Memorial Wall, Mr. Andrew indicated that there is support in the Veteran community for moving the memorial to the proposed location, particularly in combination with the other improvements that are planned for Cooke's Hollow. Mr. Pooler indicated that there is an upcoming meeting of multiple departments on this topic, so more information will be available once this meeting takes place.
- Regarding the Health and Human Services request to repurpose funds to pay for scanning older inspection records, Ms. Marshall indicated that because the funds were originally borrowed and the new request is not something that can be paid for from bond revenue, the funds will need to be swept and a new request approved (paid from cash). Based on this discussion, the Committee unanimously approved a motion to sweep the existing \$30,000 item and add a new request for \$10,000 for the scanning project (moved by Mr. Andrew, seconded by Mr. Pooler).

Following the Old Business discussion, Mr. Andrew announced that he recently purchased a home in Belmont and will therefore be stepping down from the Committee in the near future. The members of the Committee thanked him for his long years of service to the Committee, with many members recounting personal anecdotes regarding the hard work that Mr. Andrew has done over the years.

**Administration Subcommittee Report-Facilities Department:** The Facilities Department's only request for FY21 is for \$300,000 to renovate the plaza in front of Town Hall (this is expected to be supplemented with \$200,000 in funding from the Community Development Block Grant program, for a total project cost of \$500,000). This is a one-year request to increase from the \$100,000/year requests that have been made in the past, and that will continue to be made in the future. This request was approved unanimously by the Committee (moved by Mr. Moore, seconded by Mr. Andrew). Mr. Andrew also asked about

the status of the Dallin Library and the Parmenter School which have been transferred from the Planning and Community Development Department to the Facilities Department. Mr. Pooler indicated that he will follow up with Jim Feeney to make sure that these two buildings are being taken into consideration.

**Administration Subcommittee Report-IT Department:** The Committee discussed the IT Department requests including the following items:

- Mr. Mason clarified that the Chrome Books and iPads being used in classrooms are lasting for the four years specified in the capital request, which is somewhat longer than these devices are typically expected to last.
- After discussion, the Committee decided to place the two conference room technology requests on hold pending additional information, since it seemed like the cost of this equipment could be absorbed into the overall cost of those large capital projects.
- The Committee also decided to place the matching funds for the Fire Department grant on hold, because it was not clear where this money would be spent, and there had been no discussion of this item with the Fire Department during the review of their requests.

Committee members raised some concerns about age of the funding that is still outstanding for the Ottoson Middle School phone system replacement, and making sure that bonded revenues are spent in a timely fashion. Ms. Marshall indicated that she is working to better align the borrowing schedules with the expected expenditure schedules, to avoid future problems. Committee members agreed with this approach but also noted that this can create some challenges in tracking the year-by-year expenses that are shown in the capital plan, if the borrowing occurs according to a different schedule than what was assumed in the plan. It was agreed that this is another reason that the Committee should continue to work on aligning the capital plan with the borrowing schedule, so funds are not allocated too far in advance of being needed. During this discussion, Mr. Pooler also noted that you can use the account numbers to distinguish between bonded funds (which start with a 6) and cash funds (which start with a 5).

Following the discussion, the Committee unanimously approved the IT Department capital requests, except for the two items placed on hold as noted above (conference room technology and Fire Department grant matching funds). The motion was made by Mr. Foscett and seconded by Mr. Moore.

**Finance Subcommittee Report-Planning and Community Development Department:** The Committee discussed a portion of the capital requests from Planning and Community Development, but did not complete review of the entire report prior to adjourning. The following items were discussed:

- The Committee agreed with the request for the additional funding for window work at the Senior Center/Central School. However, more information is needed about the schedule of the work, so that Ms. Marshall can plan out the borrowing for the project.
- There were no major comments on the bicycle rack purchase and installation item.

- A number of questions were raised during the discussion of the ADA accessibility upgrades, including the relationship to other ADA upgrade items (such as the ongoing upgrade being undertaken by the Recreation Department), whether these funds should be allocated to individual implementation departments (i.e., Facilities) once a specific decision is made as to how to spend each funding allocation, and whether money is needed for design of each. The Subcommittee indicated that this item builds on other assessments that have been done, and will also use the results of a study currently being completed by the Institute for Human Centered Design.

The Committee did not complete discussion of the full report for the Planning and Community Development but did vote unanimously to approve the additional funding for windows for the Senior Center/Central School and the funding for bike rack installations (moved by Mr. Moore, seconded by Mr. Andrew).

**Meeting Adjourned:** The meeting adjourned unanimously at 7:05pm.